



OK FOR INTAKE:

Commercial Intake Staff _____ Date: _____
Land Use Staff _____ Date: _____
Engineering Staff _____ Date: _____

A mark in the "NEED" column indicates an item is still needed before plans can be submitted.
A mark in the "OK" column indicates the item is acceptable for submittal.
A mark in the "NA" column indicates the item is not needed for submittal.

NOTE: Site development permits DO NOT INCLUDE A BUILDING NOW OR IN THE FUTURE.

This checklist addresses information required for most projects. It may not address all of the information required to determine code compliance for a specific project. Initial plan review could raise issues requiring submission of revised or additional documentation. Such information submitted plan review intake is subject to supplemental information charges.

SCOPE OF WORK INCLUDES:

	Yes:	No:
Grading/Fill	<input type="checkbox"/>	<input type="checkbox"/>
Storm sewer	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary sewer	<input type="checkbox"/>	<input type="checkbox"/>
Water service	<input type="checkbox"/>	<input type="checkbox"/>
Private streets	<input type="checkbox"/>	<input type="checkbox"/>
Park development	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot paving	<input type="checkbox"/>	<input type="checkbox"/>

Name of Subdivision / Development site _____
PEPI approved? Yes ☐ No ☐ PEPI # _____

☐ ZONING

Route to LUA: Yes _____ No _____

Zoning: _____ Permitted use: Yes ☐ No ☐

Land use application(s): _____ Status: _____

NA	NEED	OK	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot: paving: existing <input type="checkbox"/> proposed <input type="checkbox"/> aisle widths <input type="checkbox"/> # of spaces <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping per E 9.589: parking buffering <input type="checkbox"/> size, spacing, & species of plantings <input type="checkbox"/>
			irrigation <input type="checkbox"/> interior landscaping for over 50 spaces <input type="checkbox"/>

Comments: _____

☐ EROSION PREVENTION

NA	NEED	OK		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot located in sensitive areas:	<input type="checkbox"/>	<input type="checkbox"/>
			1 acre or more of soil disturbance:	<input type="checkbox"/>	<input type="checkbox"/>
			Less than 500 sq. ft. of soil disruption:	<input type="checkbox"/>	<input type="checkbox"/>
			Construction Site Management Plan submitted:	<input type="checkbox"/>	<input type="checkbox"/>
			Application to customer:	<input type="checkbox"/>	<input type="checkbox"/>
			Permit # _____		

Comments: _____

☐ SITE PLAN

NA	NEED	OK	*SITE PLAN MUST SHOW ENTIRE LOT & INCLUDE ANY ADJACENT RIGHT-OF-WAY
Req'd	<input type="checkbox"/>	<input type="checkbox"/>	Site plan on minimum 11 X 17 size paper – must be to scale
Req'd	<input type="checkbox"/>	<input type="checkbox"/>	North arrow <input type="checkbox"/> scale of drawings <input type="checkbox"/> adjacent streets & alleys (labeled) <input type="checkbox"/> r-o-w widths <input type="checkbox"/>
Req'd	<input type="checkbox"/>	<input type="checkbox"/>	Property lines with dimensions <input type="checkbox"/> easements <input type="checkbox"/> min. 2" border around all property lines <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading: site elevations/contours showing existing and proposed conditions <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impervious surface drainage direction <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private street construction <input type="checkbox"/> private drive construction <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts/property access: existing <input type="checkbox"/> proposed <input type="checkbox"/> widening <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private sidewalks: existing <input type="checkbox"/> proposed <input type="checkbox"/> existing locations: curbside <input type="checkbox"/> setback <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prevention: hydrant locations & distances to property <input type="checkbox"/> site access & turnaround <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining wall, proposed location – must be on site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adding pipe to or filling an existing ditch/waterway/pond/wetland area: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private wastewater: Yes <input type="checkbox"/> No <input type="checkbox"/>
			Pipe sizes & materials <input type="checkbox"/>
			Layout of private system <input type="checkbox"/>
			Point of connection to public system <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic/drainfield location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm drainage destination:
			Weepholes in curb <input type="checkbox"/> Point of connection to public system <input type="checkbox"/>
			Tap public storm pipe <input type="checkbox"/> Piping materials <input type="checkbox"/>
			Drainage ditch <input type="checkbox"/> Pipe sizes <input type="checkbox"/>
			Catch basins <input type="checkbox"/>
			On-site retention (drywell,etc) <input type="checkbox"/> SRS submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>
			On-site system (catch basis, piping) <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public utility locations: gas <input type="checkbox"/> wastewater <input type="checkbox"/> stormwater <input type="checkbox"/> electric <input type="checkbox"/> water <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private tree removal? _____ Tree permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street trees: location <input type="checkbox"/> excavation within 10': Yes <input type="checkbox"/> No <input type="checkbox"/> Removal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private street lights? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Structural details (footing, pole size,etc.) req'd if over 6' high <input type="checkbox"/>
			Lighting standards form (req'd for private street lights) attached <input type="checkbox"/> to follow <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demolition permit?

Comments: _____
